



DBC20012

COMPUTER APPLICATION

EXERCISE & LAB WORKS

1st Edition

DBC 20012 – COMPUTER APPLICATION EXERCISE & LAB WORKS

Writer & Editor :

FATIM FAUZIANI BINTI HUSSIN

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DBC 2012 – COMPUTER APPLICATION



Fatim Fauziani binti Hussin

**Mathematics, Science and Computer
Department**

Politeknik Tuanku Sultanah Bahiyah

Alhamdulillah, with His grace and mercy, the first edition e-Book of DBC20012-Computer Application Exercise & Lab Works has been perfectly completed. This module contains exercise and lab works that can help students in understanding their learning process.

All of the exercises and lab works in this module has been constructed to meet the Polytechnic's syllabus requirement. Each chapter closes with a variety of topical exercises for students to practice and evaluate their understanding of various topics and concepts. The experience in the teaching and learning process of this subject is an added advantage that guides along the way.

Hopefully this module is one steps that starts the long journey of road to excellence.

"The road to success, comes through hard work, determinations and sacrifice"

Table of Content

LAB WORKS :

Lab Work 1 : page 32

Lab Work 2 : page 34

Lab Work 3 : page 36

Lab Work 4 : page 38

TOPIC 1 : WORD PROCESSOR - page 6

Exercise 1 : page 10

Exercise 2 : page 13

TOPIC 2 : SPREADSHEET - page 15

Exercise 1 : page 19

TOPIC 3 : PRESENTATION - page 22

Exercise 1 : page 25

Exercise 2 : page 26

TOPIC 4 : PROJECT MANAGEMENT
- page 27

Exercise 1 : page 29



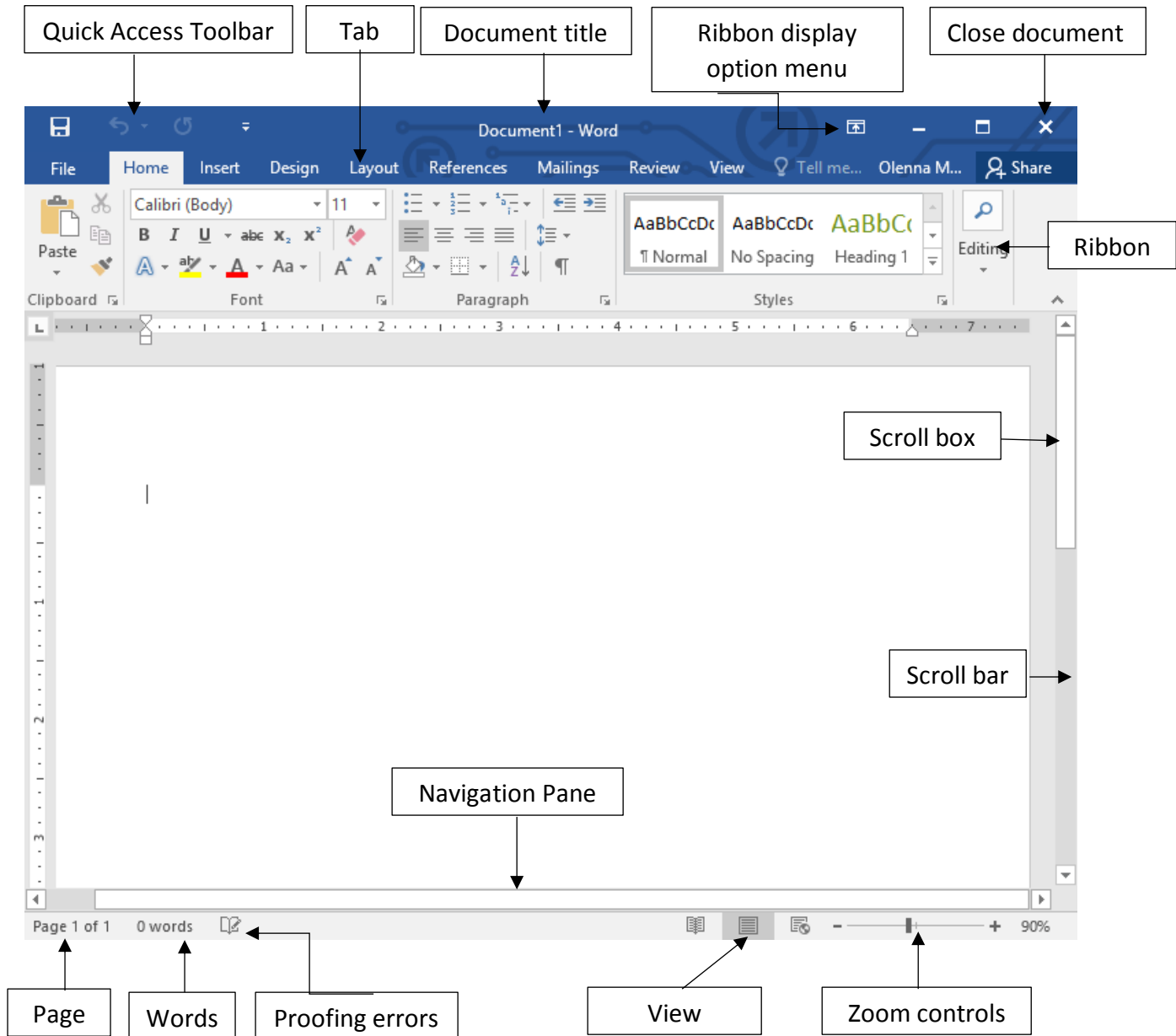


QUICK NOTES &
EXERCISES

TOPIC 1.0 : WORD PROCESSOR

INTRODUCTION OF MS WORD

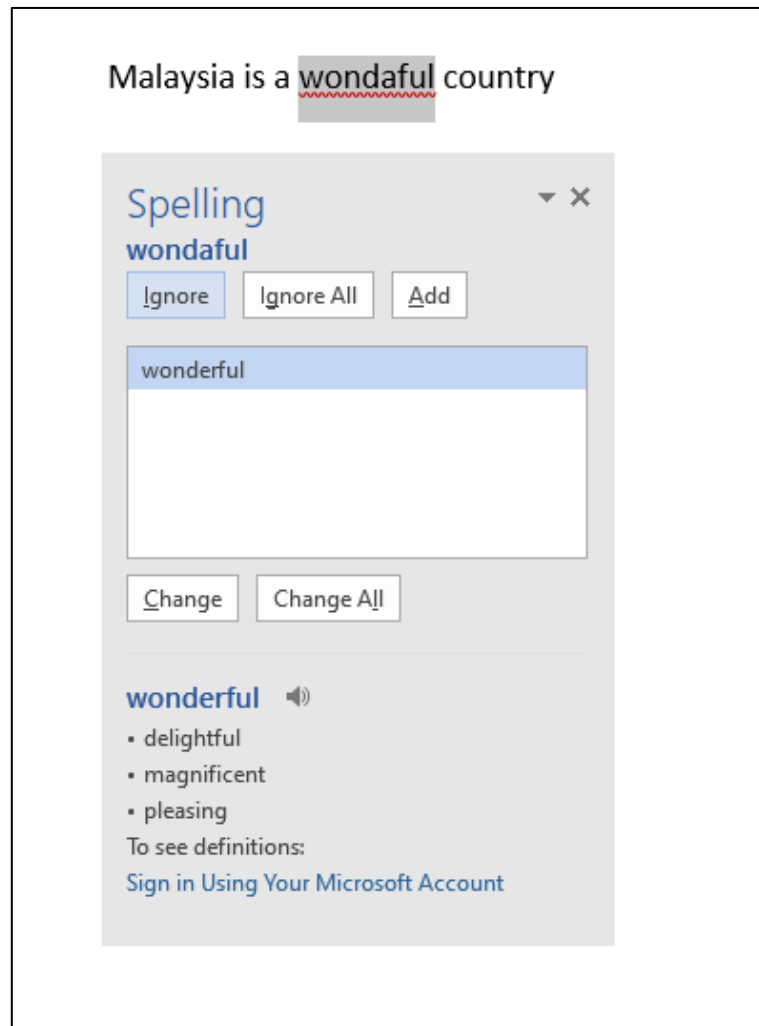
Ms Word User Interface



Features of Ms Word You Should be Using :

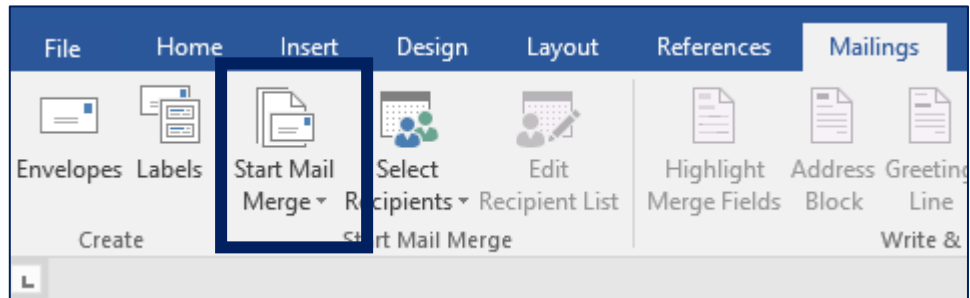
1) Checking Your Spelling

You can correct your spelling errors by running a full Word spell check from the Review tab, Proofing group, Spelling and Grammar button (or press the F7 keyboard shortcut). Suggestions will be presented below with the first suggestion selected. The options you have are similar to the right-click options available for corrections as you type.



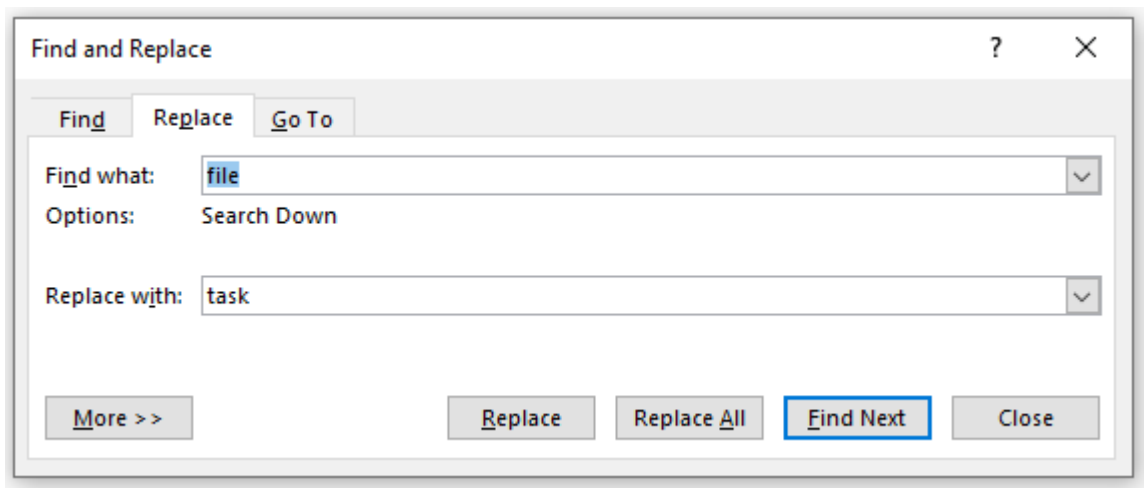
2) Utilizing The Benefits Of Mail Merge

This feature allows us to send out bulk emails, but consequently with unique elements. For example, we could produce a series of labels or envelopes for a large mailing, an email or letter that includes names and addresses. Users simply create one document that contains the information that will be the same in each version, and then add placeholders for the information that will be unique to each version.



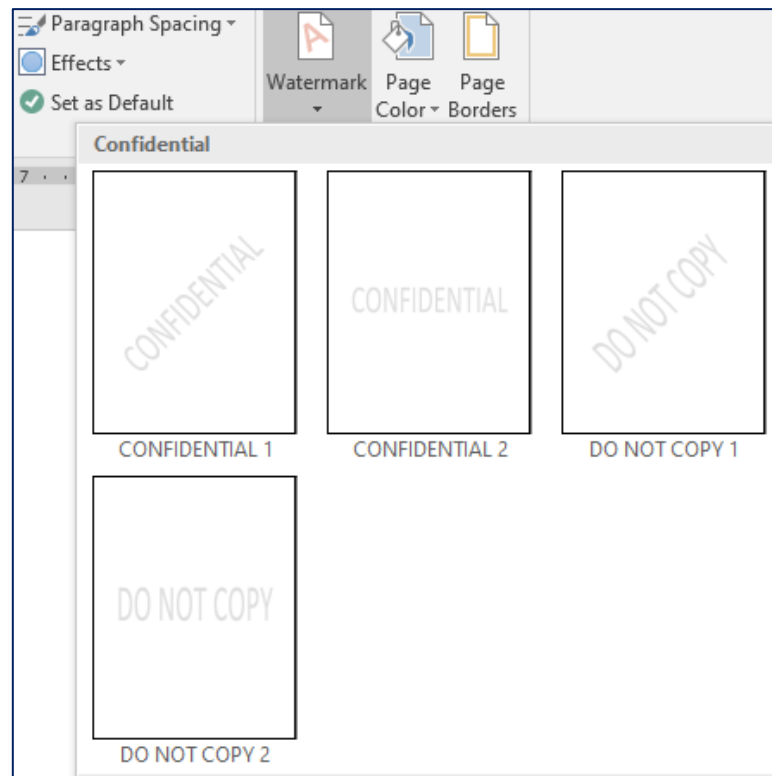
3) Find & Replace Function

Word Replace can search for all occurrences of a particular word, phrase or set of characters and replace them with an alternative.



4) Inserting Watermark

If you're submit an important document and you want to protect your content without having to edit much of it. You can insert a watermark specific to your objectives via the page layout button. You can also customise your own watermark, and also insert your own picture or your brand logo, for your reports.



EXERCISE 1

(Produce documents, inserting page, formatting procedures, setting up column, creating tables, inserting graphical into column)

TASK 1 :

1. Create a new document and insert the content as below. Save your document as Exercise 1 DBC20012.

FOODS TO BOOST BRAIN FUNCTION

Your brain is kind of a big deal. The foods you eat play a role in keeping your brain healthy and can improve specific mental tasks, such as memory and concentration.

❖ **Oily Fish**
Oily fish are a good source of omega-3 fatty acids. Omega-3s help build membranes around each cell in the body, including the brain cells. People with high levels of omega-3s had increased blood flow in the brain. Examples of oily fish that contain high levels of omega-3s include :

- Salmon
- Mackerel
- Tuna
- Sardines

❖ **Dark Chocolate**
Dark chocolate contains cocoa, a type of antioxidant. Antioxidants are especially important for brain health, as the brain is highly susceptible to oxidative stress, which contributes to age-related cognitive decline and brain diseases. One study found that participants who ate chocolate experienced increased positive feelings, compared to participants who ate crackers

2. Change the font type, font size and font color of your text
3. Insert a section break and start the new section on the next page.

TASK 2 :

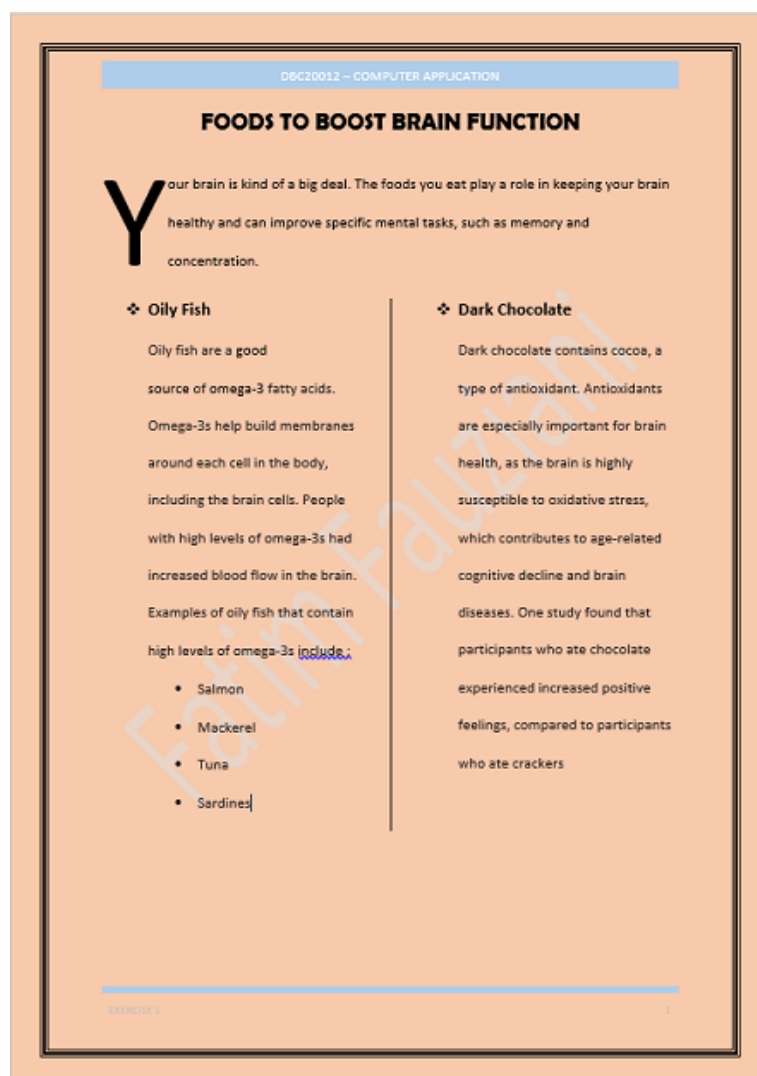
1. At the page 2, type "TASK 2" at top of the page
2. Copy the Task 1 text and paste in under your TASK 2
3. Setting 2.0 lines for your line spacing of your text
4. Insert header and footer for your page :

Header : DBC20012 – Computer Application

Footer : Exercise 1 & page number

5. Split your text into two column. Then, add a line between the column
6. Add a Drop Cap in your text
7. Add the text watermark at your page. Your text watermark must be your name.
8. Apply the page color for your page. You can choose any attractive color and compatible with your work.
9. Then, apply the page border for your page.

You can refer the below figure as your guideline



TASK 3 :

1. At page 3, create a table with 3 columns and 2 rows.
2. Type the content of the table as below.
3. Insert a picture for each Food Group
4. Then, convert the table to text
(Under Table Tools > Click Layout > in the data group > click Convert to Text)
5. Change the title "Food & Energy" using WordArt

| Food & Energy | | |
|---|---|---|
| <p>Food Group : Cereals</p> <p>Example : Rice, wheat, bajra</p> <p>Function : Supply mainly energy, supply proteins and fats, supply iron, thiamine and fibres</p> | <p>Food Group : Milk and milk products</p> <p>Example : Milk, butter, curds, cheese</p> <p>Function : Supply proteins, fat, calcium and vitamins</p> | <p>Food Group : Fruits and vegetables</p> <p>Example : Papaya, mango, carrot, pumpkin</p> <p>Function : Supply vitamins, minerals, iron and fibres</p> |

EXERCISE 2

(Applying references, adding document protection)

TASK 1 :

1. Create a new document and type the passage below. Save your document as Exercise 2 DBC20012

Management in business and organizations is the function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization to accomplish the goal.

The Diploma in Business Studies provides a comprehensive basis for a career in business while being flexible enough to let you pursue areas that particularly interest you. It is designed to equip you with the skills and self-confidence to effectively manage and adapt to a wide range of competitive and constantly changing business environments.

Diploma in Business Studies offer graduates an attractive career. The popular careers that have been chosen by the graduate are consulting (25%), teaching (20%), bank management (40%) and investment banking (15%).



2. Insert Endnote at the end of your first paragraph. Type your Endnote as “ source from www.wikipedia.org
3. Insert Footnote at the end of the second paragraph. Type your Footnote as “ DPM Polytechnic KPM”

Endnote – located at the end of the document

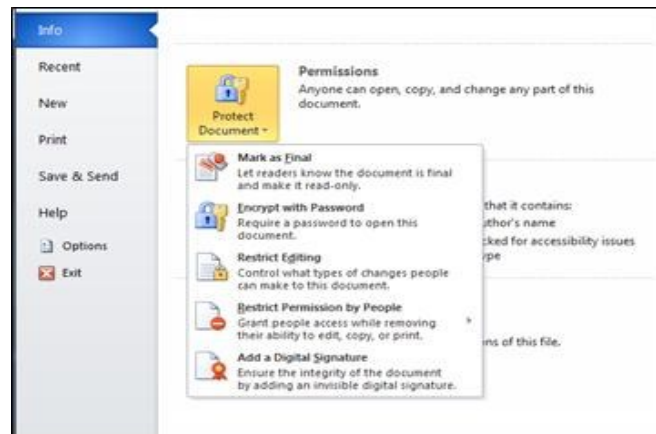
Footnote – located at the end of the page

What is the difference between Endnote and Footnote?



4. Change the numbering format for your Endnote and Footnote
Endnote : a,b,c ...
Footnote ; I,II,III,...

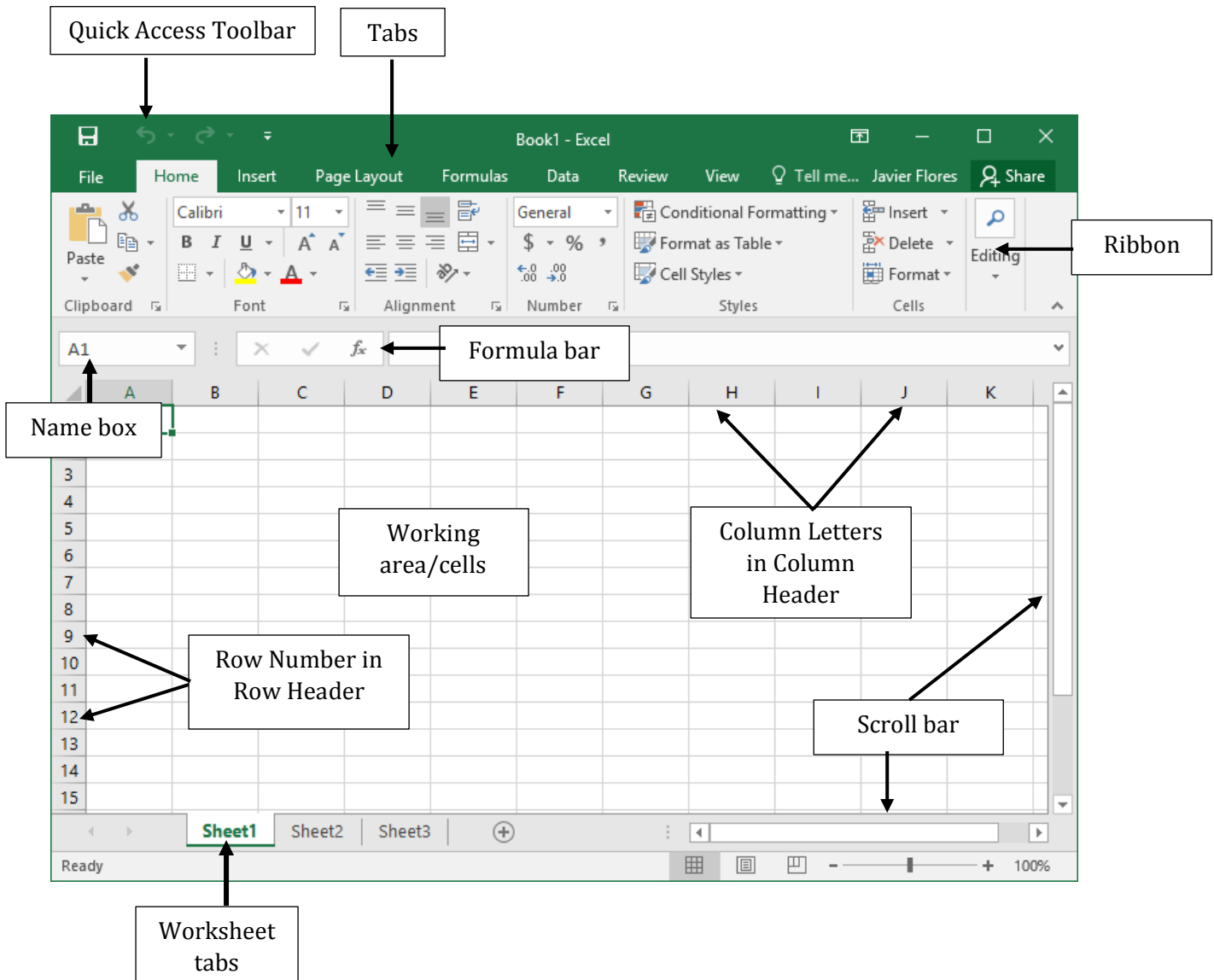
5. Add a caption for the polytechnic's logo
 - Select the object that you want to add a caption to.
 - On the **References** tab, in the **Captions** group, click **Insert Caption**.
 - In the Label list, select the label that best describes the object
6. Insert comment for the passage
 - On the **Review** tab, select **New Comment**
 - To show revision in balloon :
From the **Review** tab, click **Show Markup** → **Balloons** → **Show Revisions** in **Balloons**.
7. Save your document as Exercise 2 DBC02012. Apply protection to your document using **Mark document as final**
8. In an open document, click **File** > **Info** > **Protect Document**. You will see the following options.



TOPIC 2.0 : SPREADSHEET

INTRODUCTION OF MS EXCEL

Ms Excel User Interface



| | |
|-----------------------------|--|
| Quick Access Toolbar | The Quick Access toolbar gives you quick access to frequently used commands. This toolbar is completely customizable and can be positioned above or below the ribbon commands. |
| Tabs | Groups of like commands are organized under tab names. Click a tab to view the commands in the ribbon. |
| Ribbon | Displays tab commands organized into groups. If you click the different tabs, you will see the commands change. |
| Name box | Every cell has a name in the format <ColumnRow>. The name of the currently selected cell, called the active cell, is shown in the Name Box |
| Formula bar | The Formula Bar allows you to enter data in a cell. Data can be alphanumeric, pictures, symbols, or (as the name suggests) formulae |
| Working area / cells | The data contained in the file will be shown here |
| Worksheet tabs | Every Excel file is properly referred to as a workbook. A workbook can contain one or more worksheets. Click these tabs to switch between the different worksheets. |
| Scroll bar | As you grow more accustomed to working with Excel, use these scroll bars to scroll horizontally or vertically through the data. |
| Column | Run vertically and are identified by letters in the column header |
| Row | Run horizontally in a worksheet and are identified by number in row header |

4 Powerful Excel Functions That Make Work Easier

The SUM Function

The sum function is the most used function when it comes to computing data on Excel. This function is performed by typing the formula on the function bar and highlighting the cells that you want summed before clicking “Enter”. You also need to be careful in highlighting cells, as Excel will sum everything you include.

The screenshot shows the Excel interface with the formula bar containing `=SUM(C3:C6)`. Below the formula bar is a table with the following data:

| | A | B | C | D |
|---|--------------------|----------------------|-------------------|---|
| 1 | | | | |
| 2 | Team | Date of Sales | Sales (RM) | |
| 3 | A | 22/01/2020 | 5632 | |
| 4 | B | 26/01/2020 | 4860 | |
| 5 | C | 16/01/2020 | 6216 | |
| 6 | D | 30/01/2020 | 3317 | |
| 7 | Total Sales | | 20025 | |
| 8 | | | | |

The TEXT Function

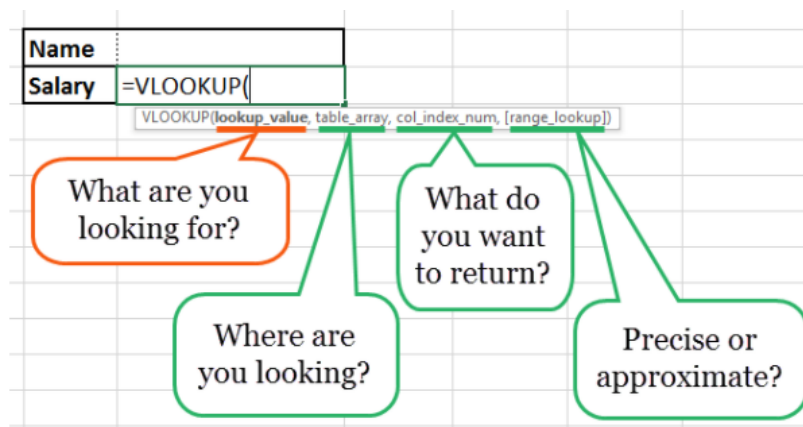
Text function is a useful tool that helps convert a date (or number) into a text string in a particular format. It falls in the category of string formulas that converts numerical values to a string. It is handy when users need to view numeric data in a readable format. Take note that the “TEXT” formula only works to convert numeric to text.

The screenshot shows the Excel interface with the formula bar containing `=TEXT(B3,"ddd")`. Below the formula bar is a table with the following data:

| | A | B | C | D |
|---|--------------|-----------------|------------|---|
| 1 | | | | |
| 2 | NAME | BIRTHDAY | DAY | |
| 3 | ARIF IMAN | 01 Jun 2007 | Fri | |
| 4 | ARIF AMSYAR | 18-Jul-09 | Sat | |
| 5 | NUR KHAIREEN | 15-May-11 | Sun | |
| 6 | ARIF IRHAM | 2-Jan-18 | Tue | |
| 7 | | | | |
| 8 | | | | |

The VLOOKUP Function

VLookup is a powerful Excel function that is often overlooked. Users will find it useful when they need to find specific data on a large table. You can also use VLookup to search for names, phone numbers, or specific data on your sheet. Instead of manually looking for the names and wasting time scrolling through hundreds of data, the VLookup function makes this process faster and more efficient.



The AVERAGE Function

The average function is an extremely useful tool for getting the average value in a range of cells. Like the *sum* function, it is frequently used in computing and analyzing data on spreadsheet. Basically, the *average* function works to find the “arithmetic mean” for a group of cells. Aside from the *average* function, Excel also has the *median* and *mode* function.

| | A | B | C |
|---|----------------|----------------------|-------------------|
| 1 | | | |
| 2 | Team | Date of Sales | Sales (RM) |
| 3 | A | 22/01/2020 | 5632 |
| 4 | B | 26/01/2020 | 4860 |
| 5 | C | 16/01/2020 | 6216 |
| 6 | D | 30/01/2020 | 3317 |
| 7 | Total Sales | | 20025 |
| 8 | Average | | 5006 |
| 9 | | | |

EXERCISE 1

(Spreadsheet environment, entering and editing data, formatting cell, perform function features, perform chart features and graphics features)

TASK 1 :

1. Create a new file, save as Exercise Excel.
2. Type the data below (start on cell A1)
3. Rename the sheet 1 as Task 1 (Right click on sheet 1 > Rename)

| Staff Number | Name | Basic Salary |
|--------------|-----------------|--------------|
| M001 | Riduan Ahmad | RM2,300.00 |
| F023 | Asyikin Arif | RM1,800.00 |
| F030 | Alia Zulaikha | RM2,500.00 |
| M012 | M.Sarajeevan | RM1,900.00 |
| F028 | Che Zaiton Mohd | RM1,500.00 |
| M035 | Alif Fitri | RM2,000.00 |
| M040 | Zakuan Idham | RM2,200.00 |
| F001 | Mastura Ismail | RM2,150.00 |
| M009 | Wan Mohd Hafiz | RM1,700.00 |
| F026 | Mawar Danish | RM2,150.00 |

TASK 2 :

1. Copy Task 1 to a new sheet. (Right click on Task 1 > Move or Copy Sheet > Create a Copy)
2. Rename Task 1 (2) as Task 2
3. Use the Home tab to change the font, font size, font style, font color and make a border.
4. Fill color in the table

| Staff Number | Name | Basic Salary |
|--------------|-----------------|--------------|
| M001 | Riduan Ahmad | RM2,300.00 |
| F023 | Asyikin Arif | RM1,800.00 |
| F030 | Alia Zulaikha | RM2,500.00 |
| M012 | M.Sarajeevan | RM1,900.00 |
| F028 | Che Zaiton Mohd | RM1,500.00 |
| M035 | Alif Fitri | RM2,000.00 |
| M040 | Zakuan Idham | RM2,200.00 |
| F001 | Mastura Ismail | RM2,150.00 |
| M009 | Wan Mohd Hafiz | RM1,700.00 |
| F026 | Mawar Danish | RM2,150.00 |

TASK 3 :

1. Copy Task 2 to a new sheet.
2. Rename Task 2 (2) as Task 3
3. Insert column, and type the data as the table below (Right click on Column label > Insert)
4. Insert a new row and type at cell A1 : Home Furniture Sdn. Bhd Payment Salary (Jan-March 2020), then Merge and Center the text.
(Right click on Row label > Insert)

Home Furniture Sdn. Bhd Payment Salary (Jan - March 2020)

| Staff Number | Name | Basic Salary | Overtime Jan (hour) | Jan | Overtime Feb (hour) | Feb | March |
|--------------|-----------------|--------------|---------------------|-----|---------------------|-----|-------|
| M001 | Riduan Ahmad | RM2,300.00 | 6 | | 10 | | |
| F023 | Asyikin Arif | RM1,800.00 | 4 | | 8 | | |
| F030 | Alia Zulaikha | RM2,500.00 | 6 | | 8 | | |
| M012 | M.Sarajeevan | RM1,900.00 | 8 | | 12 | | |
| F028 | Che Zaiton Mohd | RM1,500.00 | 12 | | 10 | | |
| M035 | Alif Fitri | RM2,000.00 | 8 | | 11 | | |
| M040 | Zakuan Idham | RM2,200.00 | 10 | | 6 | | |
| F001 | Mastura Ismail | RM2,150.00 | 8 | | 12 | | |
| M009 | Wan Mohd Hafiz | RM1,700.00 | 12 | | 9 | | |
| F026 | Mawar Danish | RM2,150.00 | 9 | | 13 | | |

5. Calculate the employee's salary for Jan, Feb and March. Refer the conditions below :

Overtime Jan : RM50 per hour

Overtime Feb : RM80 per hour

March : Bonus 10% from the basic salary

Notes :

Salary = Basic salary + overtime payment

TASK 4 :

1. Copy the Task 3 to a new sheet. Then rename it as Task 4
2. Add a new column as the table below.
3. Use the formula of IF to find out the Remarks of each staff either the staff is HARDWORKING STAFF or MODERATE STAFF. If the amount of overtime is 20 hours and above, the status of the staff is "Hardworking Staff". Otherwise, it's "Moderate Staff".
4. Create a column chart of the employee's salary for Jan, Feb and March.

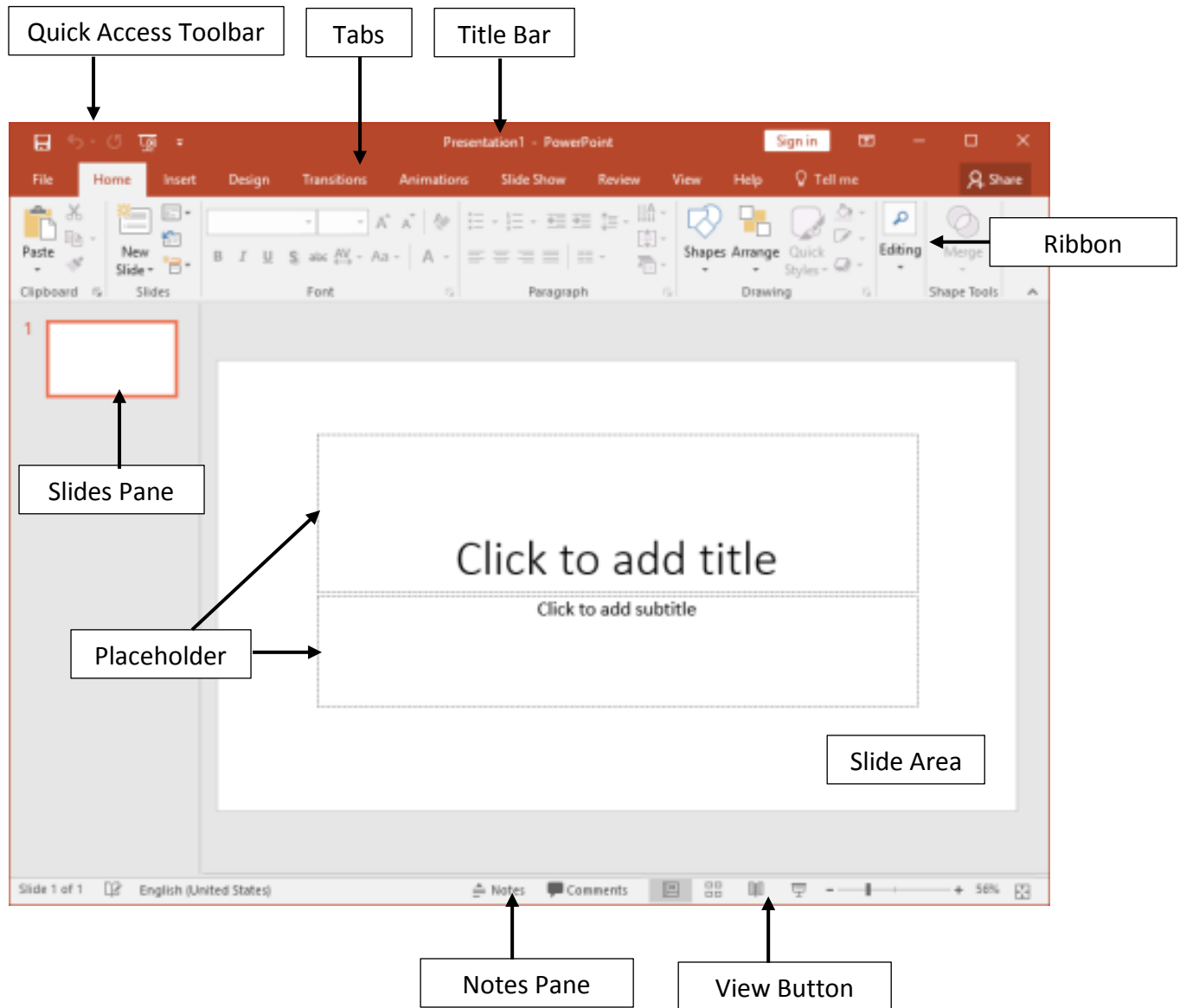
Home Furniture Sdn. Bhd Payment Salary (Jan - March 2020)

| Staff Number | Name | Basic Salary | Overtime Jan (hour) | Jan | Overtime Feb (hour) | Feb | March | Remarks |
|--------------|-----------------|--------------|---------------------|-----|---------------------|-----|-------|---------|
| M001 | Riduan Ahmad | RM2,300.00 | 6 | | 10 | | | |
| F023 | Asyikin Arif | RM1,800.00 | 4 | | 8 | | | |
| F030 | Alia Zulaikha | RM2,500.00 | 6 | | 8 | | | |
| M012 | M.Sarajeevan | RM1,900.00 | 8 | | 12 | | | |
| F028 | Che Zaiton Mohd | RM1,500.00 | 12 | | 10 | | | |
| M035 | Alif Fitri | RM2,000.00 | 8 | | 11 | | | |
| M040 | Zakuan Idham | RM2,200.00 | 10 | | 6 | | | |
| F001 | Mastura Ismail | RM2,150.00 | 8 | | 12 | | | |
| M009 | Wan Mohd Hafiz | RM1,700.00 | 12 | | 9 | | | |
| F026 | Mawar Danish | RM2,150.00 | 9 | | 13 | | | |

TOPIC 3.0 : PRESENTATION

INTRODUCTION OF MS POWERPOINT

Ms PowerPoint User Interface



| | |
|-----------------------------------|---|
| Quick Access Toolbar | Enables you to customise the toolbar to contain the commands you use most frequently. |
| File Tabs (Backstage View) | Provides access to basic commands such as New, Open, Save, Print and Share plus access to customise the application. |
| Ribbon | Displays the numerous functions and tools available to work with your presentation. |
| Title bar | Displays the name of the application and the file currently in use. |
| Slides Pane | Displays a thumbnail version of each slide within the presentation. |
| Slide Area | The area which will be displayed as full screen when viewed in Slide Show mode. |
| Placeholder | Displayed as dotted lines which allows you to identify where you can add text, and insert elements such as images or tables. |
| Notes Pane | this is where the speaker notes are written for the current slide. Note that none of this content is visible on the actual slide while presenting |
| View Button | <p>There are three view buttons on the Status Bar displayed towards the left of the zoom-in and zoom-out options:</p> <p>Normal: If you are in some other view such as Slide Sorter view, click the Normal button on the Status Bar to switch to Normal view. Shift-clicking this button gets you to Slide Master view.</p> <p>Slide Sorter: The Slide Sorter view displays zoom-able thumbnails of every slide in the open presentation. Shift-clicking this button gets you to Handout Master view.</p> <p>Reading View: This button to switch from any other view to Reading view.</p> <p>Slide Show: Show the presentation as a full screen slide show from the current selected slide.</p> |



EXERCISE 1

(Create new slide presentation, perform graphics elements, perform text features)

Create a presentation that consists of 5 slides.

SLIDE ONE:

Title: "The Seasons"

Subtitle: BY: "Your Name"

SLIDE TWO:

Title: SPRING

- March 20th is the first day of Spring
- Spring lasts from March to June
- Temperature transition from winter cold to summer heat

SLIDE THREE:

Title: SUMMER

- June 20th is the first day of Summer
- Summer lasts from June to September
- Many people in rich countries travel in summer, to seaside resorts, beaches, camps or picnics.

SLIDE FOUR:

Title: AUTUMN

- September 22nd is the first day of Autumn
- Autumn lasts from September to December
- Days become shorter and nights longer. Also the moon is brighter in this period of year and also some new stars can be visible.

SLIDE FIVE:

Title: WINTER

- December 21st is the first day of Winter
- Winter lasts from December to March
- Trees and plants usually go dormant or else die so when you look outside, you'll see more brown than green.

EXERCISE 2

(Create new slide presentation, perform graphics elements, perform media elements, perform slide elements, use hyperlink features)

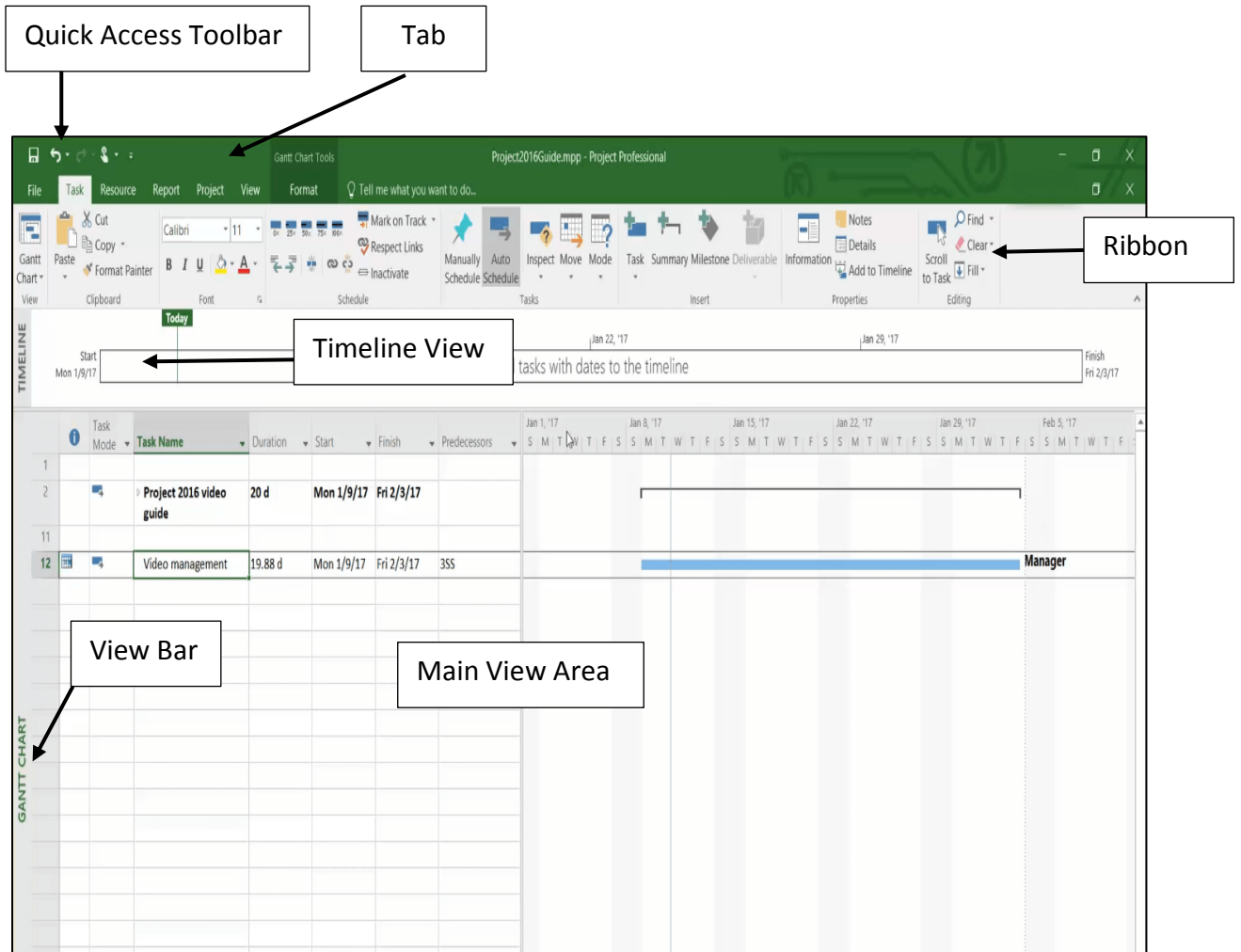
As a competitive entrepreneur, you want to market your food products to a business premise. Create a presentation slide to present your product to the company.

| Content Slide | Descriptions |
|----------------------|---|
| Presentation Title | Title of your presentation |
| Introduction | Introduction of your business/products |
| Products | -Give at least 5 types of your food product including picture -Show the product's nutrition in chart |
| Marketing strategy | -Explain your marketing strategy -Create hyperlink to social media, etc |
| Advantage | -What are your business advantages -Explain why the company needs to use your product |

TOPIC 4.0 : PROJECT MANAGEMENT

INTRODUCTION OF MS PROJECT

Microsoft Project User Interface



| | |
|-----------------------------|---|
| Quick Access Toolbar | The Quick Access toolbar gives you quick access to frequently used commands. This toolbar is completely customizable and can be positioned above or below the ribbon commands. |
| Tabs | Groups of like commands are organized under tab names. Click a tab to view the commands in the ribbon. |
| Ribbon | Displays tab commands organized into groups. If you click the different tabs, you will see the commands change. |
| Timeline View | Displaying a bird eye view of the project. It is optional and can switched on or off. |
| View Bar | Displaying name of current view |
| Main Area | <p>There are two main area :</p> <ul style="list-style-type: none"> • Table containing data relevant to current view • Graph relevant to current view <p>The default Gantt Chart view shows task name, duration of each tasks, start and finish dates, predecessors and resource name in the table on left hand side while right side shows a bar graph called Gantt Chart.</p> |

EXERCISE 1

(Create a project plan, entering and managing task and subtask, entering the predecessor, entering the resources, assigning resources to task, perform gantt chart views, formatting and printing features)

Blackcherry Computer designs and manufactures high tech devices for public consumption. Currently, the Blackcherry executive team is considering the development of a new version of their popular smartphone. As with all their products, they intend to design the smartphone to meet current trends and manufacture the device in house to maintain quality standards.

Using information below, create a gantt chart of Smartphone Design Project. Your start date of the project is 1st April 2020.

| Task Name | Duration | Predecessors | Resource Names |
|--|----------|--------------|----------------|
| PROJECT : DESIGN NEW SMARTPHONE | | | |
| FEASIBILITY STUDY | | | |
| Feasibility of software interface design | 7 days | | En. Ahmad |
| Feasibility of system functionalities | 7 days | 3 | En. Kamarul |
| FUNCTIONAL SPECIFICATIONS | | | |
| Functional requirement specification | 5 days | 4 | Pn. Fazlina |
| Functional specification document | 5 days | 4 | Pn. Fazlina |
| DEVELOP MARKETING PLAN | | | |
| Forecast market plan | 7 days | 7 | En. Kamal |
| Analyze sales and marketing metrics | 10 days | 9 | Pn. Siti |
| Develop digital campaign | 6 days | 10 | Pn. Aini |
| DESIGN MANUFACTURING PROCESS | | | |
| Stock definition | 7 days | 7 | Mr. Chong |
| Material selection | 10 days | 9 | Mr. Raja |
| Manufacturing strategy | 10 days | 9 | Pn. Alina |
| DETAILED SMARTPHONE DESIGN | | | |
| Screening ideas | 7 days | 15 | En. Ahmad |
| Materials requirement planning | 6 days | 17 | En. Kamarul |
| Product design specification | 10 days | 18 | Mr. Raja |
| Feature modelling | 8 days | 19 | Pn. Aini |
| PROTOTYPE TESTING | | | |
| Illustrate the system to users | 14 days | 20 | En. Kamal |
| Get the feedback | 10 days | 22 | En. Kamal |
| improve the system | 10 days | 23 | Mr. Raja |
| FINALIZE PRODUCT DESIGN | | | |
| Finalize design to meet user requirement | 7 days | 24 | Pn. Aini |

| | | | |
|--------------------------------------|--------|----|-----------|
| ORDER MANUFACTURING EQUIPMENT | | | |
| Order equipment from supplier | 8 days | 26 | En. Hafiz |
| INSTALL EQUIPMENT | | | |
| Install the smartphone equipment | 2 days | 28 | Pn. Alina |
| LAUNCHING | | | |
| Launching the new smartphone design | 1 day | 30 | En. Ahmad |



LAB WORK

LAB WORK 1

TOPIC : WORD PROCESSOR

1. Type the article below and make it 3 columns. One paragraph is for one column.
Setting your page layout as Landscape orientation

Interesting Facts about Malaysia

The Malaysia Flag

Popularly known as Jalur Gemilang. It was adopted on September 16, 1963. The Malaysia flag was designed by Mohamed Hamzah, 29 years old Public Works Department architect in Johor Bahru.

Meaning and symbolism:

- i) 14 stripes : represent the equal status in the federation of the 13 member states.
- ii) The crescent represent Islam, Malaysia's official religion.
- iii) The blue canton represent the unity of the Malaysian people.
- iv) Yellow is the royal color of the Malay rulers

Nasi Kandar

A dish unique to Malaysia and brought the immigrating Indian Muslims. The best in Penang and everyone has their favorite dishes.

Penang's three best Nasi Kandar Restaurants:

- Line Clear Nasi Kandar
- Liqayat Ali Nasi Kandar
- Pelita Nasi Kandar

Multi-racial Country

Malaysia stand out in the world as an example of how different ethnic communities can live in peace and harmony. Malaysia is a multi-racial country consisting of Malays, Chinese, Indians and numerous indigenous people.

Malay : 67.4%

Chinese : 24.6%

Indian : 7.4%

Others : 0.6%

2. Insert page border to your document
3. Insert one picture for each interesting facts about Malaysia
4. Insert Caption for each picture
5. Insert Drop Cap in the beginning of each column.
6. Type the title of the article by using Word Art
7. Change the numbering in 'The Malaysian Flag' column into bullets
8. Change the bullets in 'Nasi Kandar' column into numbering
9. At column 'Multi-racial Country', show multi-racial ratio in the form of a pie chart
10. Insert footnotes for each fact as below.

Footnote for :

The Malaysia Flag : source from www.wikipedia.org

Nasi Kandar : source from www.penang.ws

Multi-racial Country : Department of Statistics Malaysia

| TASK | MARKS |
|---------------------------------|------------|
| Column & Landscape orientation | 1 |
| Page border | 1 |
| Insert picture (3 pictures) | 1 |
| Insert Caption for each picture | 1 |
| Insert Drop Cap (3 drop cap) | 1 |
| Word Art (title) | 1 |
| Change to numbering | 1 |
| Change to bullets | 1 |
| Pie chart | 1 |
| Insert footnotes (3 footnotes) | 1 |
| Total | /10 |

LAB WORK 2

TOPIC : SPREADSHEET

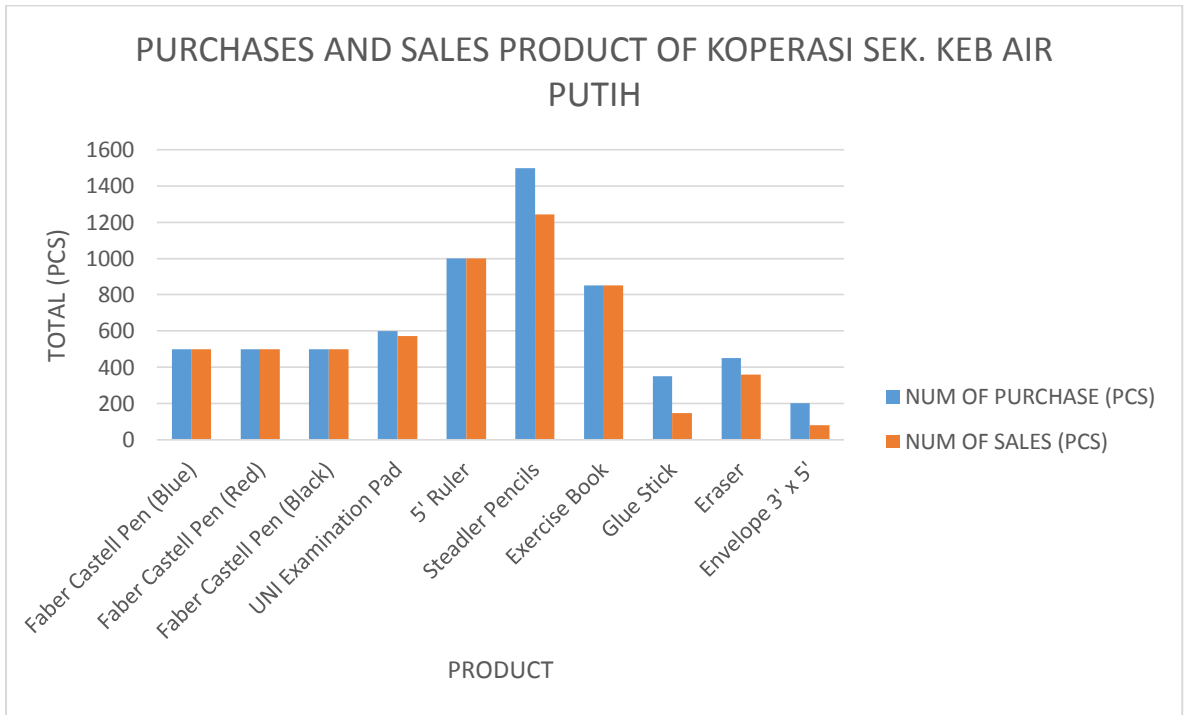
1. Create a new file, save as Exercise Excel. (1 m)
2. Type the data below (start on cell A1) (5 m)
3. Rename the sheet 1 as Labwork 2a (1 m)

| | A | B | C | D | E | F | G |
|----|---|---------------------------|-----------------------|----------------------|--------------------|-------------|----------------|
| 1 | PURCHASE AND SALES PRODUCTS OF KOPERASI SEK. KEB. AIR PUTIH | | | | | | |
| 2 | | | | | | | |
| 3 | NO | PRODUCT | NUM OF PURCHASE (PCS) | PURCHASES PRICE /PCS | NUM OF SALES (PCS) | SALES PRICE | PRODUCT STATUS |
| 4 | 1 | Faber Castell Pen (Blue) | 500 | 0.80 | 500 | 1.50 | |
| 5 | 2 | Faber Castell Pen (Red) | 500 | 0.80 | 500 | 1.50 | |
| 6 | 3 | Faber Castell Pen (Black) | 500 | 0.80 | 500 | 1.50 | |
| 7 | 4 | UNI Examination Pad | 600 | 1.60 | 570 | 3.00 | |
| 8 | 5 | 5' Ruler | 1000 | 0.20 | 1000 | 1.00 | |
| 9 | 6 | Steadler Pencils | 1500 | 0.40 | 1243 | 1.20 | |
| 10 | 7 | Exercise Book | 850 | 0.70 | 850 | 1.50 | |
| 11 | 8 | Glue Stick | 350 | 1.80 | 146 | 2.50 | |
| 12 | 9 | Eraser | 450 | 0.30 | 360 | 0.80 | |
| 13 | 10 | Envelope 3' x 5' | 200 | 0.60 | 80 | 1.30 | |
| 14 | | TOTAL | | | | | |
| 15 | | PROFIT | | | | | |

4. Merge and center the title (1 m)
5. Apply a border for the table (1 m)
6. Insert a new column after PURCHASES PRICE /PCS and named it as TOTAL PURCHASES (1 m)
7. Insert a new column after SALES PRICES /PCS and named it as TOTAL SALES (1 m)
8. Use formula to calculate :
 - i) TOTAL PURCHASES of each product (2 m)
 - ii) TOTAL SALES of each product (2 m)
 - iii) TOTAL for TOTAL PURCHASES and TOTAL SALES (2 m)
 - iv) PROFIT (2 m)
9. Use the formula of IF to find out the status of each product either the product is SOLD OUT or AVAILABLE by making comparison between NUM OR SALES and NUM OF PURCHASE (3 m)

10. Insert the column chart as below

(3 m)



LAB WORK 3

TOPIC : PRESENTATION

You need to deliver a presentation about comparison of fast food products in Malaysia. Your slide presentation must include suitable design template, transition and animation.

| SLIDE CONTENT | DESCRIPTIONS |
|--------------------------------|---|
| Presentation Title | Title of your presentation |
| Introduction | Introduction of the fast food product |
| Comparison between the product | i) Explain product nutrition of each product, then compare between the product. ii) Comparison price iii) Comparison of product's promotion |
| Hyperlink | Create hyperlink to the related page /website |
| Conclusion | Conclude the comparison results. |

Marks Scheme :

| TASK | MARKS |
|---------------------------|-------|
| Suitable design template | /2 |
| Suitable transition | /2 |
| Suitable animation | /2 |
| Presentation title | /2 |
| Introduction | /2 |
| Explain product nutrition | /2 |
| Comparison price | /2 |

| | |
|-----------------------------------|------------|
| Comparison of product's promotion | /2 |
| Create hyperlink | /2 |
| Conclusion | /2 |
| TOTAL MARKS | /20 |

LAB WORK 4

TOPIC : PROJECT MANAGEMENT

In conjunction with your upcoming birthday, your parents have dedicated you to decorating your bedroom. Therefore, to make sure that the renovation of the room is going smoothly, you need to schedule your planning in detail.

Using information below, create a gantt chart of your new room. Your start date of the project is 1st December 2020. Please assign the suitable resource names regarding each task.

| Task Name | Duration | Predecessors |
|-------------------------------|----------|--------------|
| PROJECT : My New Room | | |
| EMPTY ROOM | | |
| Move out old furniture | 5 days | |
| Take down the curtains | 1 day | 3 |
| Remove the curtain pole | 1 day | 3 |
| Vacuum the cobwebs | 2 days | 5 |
| PREP ROOM | | |
| Paint the wall | 3 days | 6 |
| Hang the wallpaper | 2 days | 8 |
| Fit a new curtain poles | 1 day | 9 |
| Buy new furniture | 7 days | 6 |
| INSTALL NEW APPLIANCES | | |
| Install a new wardrobe | 2 days | 11 |
| Move in new furniture | 3 days | 13 |
| Hang in new curtain | 1 day | 14 |
| INSPECT ALL WORKS | | |
| All work done and finish | 1 day | 15 |

Marks Scheme :

| TASK | MARKS |
|--|------------|
| Able to indent and outdent the task and sub task | /2 |
| Correct to insert the start date | /2 |
| Correct to insert duration | /2 |
| Correct to insert predecessors | /2 |
| Assign resource name of each task | /2 |
| Total | /10 |